

FOOD BANK SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Food Bank Courier exists is to coordinate food, clothing and other donations; arranges and organizes food drives; coordinates the Food Plus Program distribution and performs a variety of warehousing, driving and public contact duties supporting the Vista del Camino food bank, clothing bank and Vista del Camino special programs in the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Human Services Manager.

ESSENTIAL FUNCTIONS

Receives and processes center donations. Sorts, categorizes, rotates and organizes canned and perishable food, paper products and toiletries. Quality checks and logs in-coming products.

Maintains food bank and warehouse inventory and organizes the environment to promote efficient work and donor confidence.

Maintains food bank and warehouse in a clean, orderly and safe manner to assure compliance with Maricopa County Environmental Services and OSHA regulations – daily inspections and cleaning of freezers, refrigerators and storage areas.

Works closely with local citizen and community groups, churches, schools, retails businesses and other food banks to organize and prepare for food drives and to secure other donations.

Operates the distribution of the USDA Food Commodities/Food Plus monthly distribution, including ordering, inventory control, maintaining program records to serve elderly and WIC clients.

Picks up clothing and food bank donations from a variety of sources and makes deliveries to Vista's warehouse, food bank and clothing bank. Picks up donated bread and perishable items from local retail outlets daily. Assures that surplus bread and other food are put out for client distribution.

Recruits, trains and supervises volunteers in the food bank and food warehouse.

Prepares food boxes and occasionally makes home delivery of food boxes to ill and/or handicapped clients.

Assists Vista staff in special programs.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Geography of the community.

Traffic laws, ordinance and rules involved in operating a vehicle.

Ability to:

Learn city and departmental policies and procedures.

Maintain courteous and respectful working relationships with donors, volunteers, suppliers, co-workers and city staff at all levels.

Demonstrate excellent verbal communication skills.

Make minor mathematical calculations.
Commit to teamwork
Have a shared commitment to quality in everyday work.
Demonstrate the willingness to assume ownership in completion of assigned tasks.
Work a flexible schedule.
Work occasional Saturdays, evenings or Sundays.
Lift and carry good and clothing weighing up to 50 pounds or more in and out of the truck and buildings.
Bend and stoop repeatedly.
Lift arms above shoulder level climb a ladder to sort food and clothing.
Work in various weather conditions with exposure to elements.
Safely and efficiently operate a city vehicle.
Maintain regular consistent attendance and punctuality.

Education & Experience

Six months experience in food bank, warehousing or store related activity. Direct customer contact and/or experience with donor community preferred.

Currently possess a current valid Arizona Driver's License and no major driving citations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Part-time